

Comparisons of Job Characteristics

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Administrative Services Managers (11-3011)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 89

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Administrative Services Managers (11-3011)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	19.0	21.6	> Current knowledge level is likely sufficient
Customer and Personal Service	11.3	17.5	11.5	<< Extensive education and/or training may be required
Administration and Management	8.4	13.5	8.8	<< Extensive education and/or training may be required
Personnel and Human Resources	5.6	12.7	6.4	<< Extensive education and/or training may be required
Economics and Accounting	4.4	12.3	4.6	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 89

Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011)

Associated Occupation: Administrative Services Managers (11-3011)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Coordination	9.1	12.2	10.3	< A higher skill level may be required
Time Management	8.9	11.5	10.6	0 Current skill level may be sufficient
Negotiation	6.8	10.6	7.1	<< Extensive development of skills in this area may be required
Management of Personnel Resources	6.9	10.5	6.2	<< Extensive development of skills in this area may be required
Management of Material Resources	3.7	7.3	3.1	<< Extensive development of skills in this area may be required
Management of Financial Resources	3.3	6.9	2.3	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Administrative Services Managers (11-3011)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	13.6	13.9	0	Current ability level may be sufficient
Written Comprehension	11.0	13.3	13.4	0	Current ability level may be sufficient
Written Expression	9.8	13.3	12.2	0	Current ability level may be sufficient
Speech Recognition	9.9	10.8	12.8	>	Current ability level is likely sufficient
Time Sharing	6.6	7.4	7.4	0	Current ability level may be sufficient
Memorization	5.6	6.4	7.5	>	Current ability level is likely sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 70
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Administrative Services Managers (11-3011)		
Work Activities	Exclusivity of Activity	
Analyze organizational operating practices or procedures	70	
Maintain records, reports, or files	5	
Prepare reports	8	
Recommend solutions of administrative problems	84	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 93
Focus Occupation: Executive Secretaries and Executive Administrative Assistants (43-6011) Associated Occupation: Administrative Services Managers (11-3011)		
Tools and Technologies	Exclusivity	
Business function specific software	1	
Calculating machines and accessories	3	
Computer data input devices	2	

Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1
Personal communication devices	2

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.